



DEPARTMENT OF THE NAVY  
OFFICE OF THE UNDER SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

AAUSN:7  
11 August 1994

From: Assistant for Administration  
To: Oceanographer of the Navy  
Via: Assistant Vice Chief of Naval Operations

Subj: USE OF OFFICIAL REPRESENTATION FUNDS (ORF) FOR MEMENTO  
PURCHASES

Ref: (a) SECNAVINST 7042.7H

Encl: (1) NAVCOMPT Form 2277 of 11 Jul 94  
(2) NAVCOMPT Form 2277 of 27 Jul 94

1. Enclosures (1) and (2) were forwarded to my office for payment. However, after a review of these vouchers, I would like to make a few points regarding your purchases as they relate to the guidance provided in reference (a). First, paragraph 6c states that ORF can be used to purchase "gifts or mementos with a command or official theme" and "presented to individuals included in paragraph 6a." Although the purchase of suncatchers and tape measures (enclosure (1)) were mounted with a Navy/command logo, they could be misconstrued as a personal gift. Second, the purchase of scented soaps (enclosure (2)) carry no command or official theme and are considered personal in nature. Additionally, within the criteria used for ORF gift policy, spouses of foreign or U.S. dignitaries are not considered "distinguished or prominent citizens" merely on the basis of marital status. The authorized guest is the distinguished civilian/military individual. Spouses are considered a member of the foreign guest's party and not the honored individual. An exchange of gift/mementos should only take place between the U.S. naval official and a foreign official.

2. Accordingly, I will approve a one-time exception to policy for payment of enclosures (1) and (2). However, future use of ORF for these type of mementos will be disapproved.

3. If you have any further questions, please do not hesitate to contact Ginny Grove.

  
Oliver R. Ashe

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